

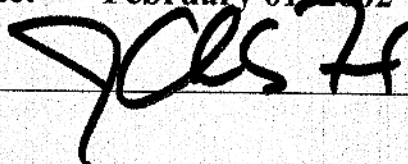
Department of Natural Resources Policy

Subject: IT Training and Certification

Policy Number: 02:06

Effective Date: February 01, 2002

Approved:



Date:

1/30/02

I. Purpose

The purpose of this policy is to provide guidance to the Department of Natural Resources (DNR) Units in developing proficient and productive Information technology users.

II. Scope

This policy applies to all Units and employees within the DNR.

III. Policy

It is important to the State of Maryland and DNR to provide for the education and training needs of their employees in order to:

- Perform current job functions
- Prepare the employee to perform a function that she or he is not currently performing
- Qualify the employee for a more advanced position in his/her career path than he or she is currently holding
- Keep abreast of information technology advancements and improve technical skills
- Provide training and/or formal certification in a technical discipline, to the extent that it is good, sound business practice

This shall be done not only as a course of business, but included in each IT program or project. The commitment of sufficient resources to and selection of, effective strategies for education and training shall be paramount among the criteria used by Agency management in evaluating and approving key IT programs and projects.

IV. Guidelines

1.1 Types of Training

DNR will utilize the following types of training: computer based, classroom, one on one, Internet and video. DNR recognizes the need to have a variety of training options available to accommodate the different levels and type of training required by its employer.

Department of Natural Resources Policy

Subject: IT Training and Certification

Policy Number: 02:06

1.2 Centralization of Training and Certification

ITS will coordinate classroom training at the Information Technology Service (ITS) facility for user level training of the Microsoft Office Suite. ITS will maintain an interest file and when enough interest is shown a class will be setup. In addition, computer based training (CBT) CD's and video training tapes will be available for checkout from the Information Resource Center (IRC). Because of licensing restrictions, all CBTs must be removed from the client machine when the product is returned to the IRC. All other training will be arranged through the individual units.

All information technology training will be documented with existing procedures put in place by the Human Resource Services.

1.3 Certification Guidelines

DNR will pay for classes that qualify under section III, however, DNR will not pay for test to acquire certification unless that certification is required to perform an assigned function or is in the best interest of DNR.

1.4 Funding

All training will be funded at the Unit level. Major projects that require training in order to implement must allocate funds for training within the project budget.

1.5 Minimum Training and Skills

All DNR staff requesting training shall be trained on the use of standard software.

The Information Technology Service recommends information technology jobs receive a minimum two weeks of training a year.

V. Responsibilities

It is the responsibility of the Chief of Information Technology to review this policy annually.

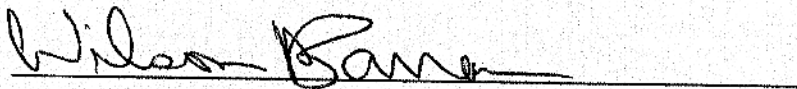
It is the responsibility of the Technical Support Manager of the Information Technology Service to implement this Policy.

Subject: IT Training and Certification

Policy Number: 02:06

References

- Department of Budget and Management, Office of Information Technology – Training and Certification Policy 20

A handwritten signature in black ink, appearing to read "Wilson Parran", is written over a horizontal line.

Wilson Parran
Chief of Information Technology